



City of Fairfax  
Community Development & Planning - Zoning Division  
10455 Armstrong Street, Fairfax, VA 22030  
web: <http://fairfaxva.gov>

### **AT A GLANCE - HELPFUL HINTS FOR BUSINESS OWNERS**

PRIOR TO:	WHAT YOU NEED TO DO:	WHEN YOU NEED TO DO IT:	WHO TO CONTACT:	PHONE NUMBER:
<b>Starting a New Business OR Moving to a New Location</b>	■ Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Signing a Lease and Occupying the New Space	Zoning Technician	703-385-7820
	■ Contact the Office of Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Signing a Lease and Occupying the New Space	Permit Technician	703-385-7830
	■ Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to your building to obtain BAR approval	Prior to Making any Physical Changes	BAR Liaison	703-385-7930
	■ Obtain a non-residential use permit from the Zoning Division	Prior to Occupying the Space	Zoning Technician	703-385-7820
	■ Obtain a business license from the Commissioner of Revenue	Prior to Occupying the Space	C.O.R. Office	703-385-7880
<b>Expanding a Business</b>	■ Contact the Office of Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Occupying the Space	Permit Technician	703-385-7830
	■ Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to your building to obtain BAR approval	Prior to Making any Physical Changes	BAR Liaison	703-385-7930
	■ Contact the Zoning Division and update the square footage on the non-residential use permit	Prior to Occupying the Space	Zoning Technician	703-385-7820
<b>Changing the Business Name (Name Change Only - Business Owners have not Changed)</b>	■ Contact the Zoning Division and update the name on the non-residential use permit	Prior to Operating Business under New Name	Zoning Technician	703-385-7820
	■ Contact the Commissioner of Revenue to update your business license	Prior to Operating Business under New Name	C.O.R. Office	703-385-7880
<b>Changing the Site (Restripe parking, landscaping, etc)</b>	■ Contact the Zoning Division to schedule an appointment with staff to discuss the project	Prior to Making any Physical Changes	Zoning Technician	703-385-7820
	■ Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to the site to determine if BAR approval is required	Prior to Making any Physical Changes	BAR Liaison	703-385-7930
<b>Starting a Minor Home Occupation</b>	■ Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Starting Business Operations in your Home	Zoning Technician	703-385-7820
	■ Contact the Office of Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Starting Business Operations in your Home	Permit Technician	703-385-7830
	■ Obtain a non-residential use permit from the Zoning Division	Prior to Starting Business Operations in your Home	Zoning Technician	703-385-7820
	■ Obtain a business license from the Commissioner of Revenue	Prior to Starting Business Operations in your Home	C.O.R. Office	703-385-7880



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<b>Operating a Seasonal Product Stand</b>	■ Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Occupying the Space	Zoning Technician	703-385-7820
	■ Contact the Office of Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Occupying the Space	Permit Technician	703-385-7830
	■ Obtain a non-residential use permit from the Zoning Division	Prior to Occupying the Space	Zoning Technician	703-385-7820
	■ Obtain a business license from the Commissioner of Revenue	Prior to Occupying the Space	C.O.R. Office	703-385-7880
<b>Holding a Special Event</b>	■ Contact the Zoning Division to discuss the Event and application/permit(s) that are required for the Event	45 days before Event Will Take Place	Zoning Technician	703-385-7820
<b>Installing or Changing your Permanent Signage:</b> • Building-mounted • Ground-mounted • Window	■ Obtain a permanent sign permit from the Zoning Division	Prior to Installing the Permanent Signage	Zoning Technician	703-385-7820
	■ If your Business is located in the Historic or Transition District - Contact the Board of Architectural Review (BAR) Liaison to obtain BAR approval of your signage (This approval is IN ADDITION TO and SEPARATE from the Zoning sign permit approval process)	Prior to Installing the Permanent Signage	BAR Liaison	703-385-7930
<b>Installing Permanent Signage:</b> • A-Frame (ONLY ALLOWED IN HISTORIC DISTRICT)	■ Only Businesses located in the Historic District are allowed A-Frame Signs. Contact the Board of Architectural Review (BAR) Liaison to obtain BAR approval of your signage (This approval is IN ADDITION TO and SEPARATE from the Zoning approval)	Prior to Installing the A-Frame sign	BAR Liaison	703-385-7930
	■ Obtain a permanent sign permit from the Zoning Division	Prior to Installing the A-Frame sign	Zoning Technician	703-385-7820
<b>TEMPORARY SIGN TYPES TO ADVERTISE YOUR BUSINESS</b>	<b>WHAT YOU NEED TO DO:</b>	<b>WHEN YOU NEED TO DO IT:</b>	<b>WHO TO CONTACT:</b>	<b>PHONE NUMBER:</b>
<b>Temporary Banners</b> are Allowed for: • Grand Opening (good for 90 days) • Sales Event (6 times a yr/10 days per event)	■ Obtain a temporary sign permit from the Zoning Division. Permit will be issued for a building-mounted banner only. Ground-mounted signs are not approvable for this use.	Prior to Installing the Temporary Banner	Zoning Technician	703-385-7820
<b>Temporary Seasonal Products</b>	■ Obtain a temporary sign permit from the Zoning Division. Permits will be issued for either a building-mounted or ground-mounted sign	Prior to installing the Temporary Signage	Zoning Technician	703-385-7820